

CITY OF BRYAN
JOB DESCRIPTION – 3104

Working title: TRAINING SPECIALIST			
Career Ladder: BUSINESS PROFESSIONAL		Level:	430
Division: ADMINISTRATION		Department: BRYAN TEXAS UTILITIES	

SUMMARY AND PRIMARY FUNCTION

Plans, coordinates and conducts training and development training programs with the managers of the Electric Distribution, Electric Engineering and Electric Production divisions. Selects or develops teaching aids, prepares and conducts employee training, and organizes and develops methods to measure effectiveness of training and safety programs. Presents safety and general information programs to civic, professional and business organizations. Investigates accidents and losses to ascertain causes for use in recommending preventative measures, methods, equipment and techniques and in developing a safety program. Stays abreast of federal state and local laws, ordinances and regulations relating to safety and health. Promotes employee interest in, and commitment to, safety.

EDUCATION AND EXPERIENCE

BA/BS in Business Administration or appropriate specialized field of study plus 4-6 years experience, *or*
AA/AS plus 6-8 years directly related experience.

OTHER SKILLS AND ABILITIES – PREFERRED

Prefer a general understanding of training, practices, principles and theories as related to electric utility practices.

Ability to manage diverse activities requiring continuing coordination, often City-wide.

Ability to interpret and apply board standards and policies to departmental operations.

Ability to perform according to established procedures subject to progress review.

Good oral and written communication skills.

Ability to organize and develop training programs

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

EQUIPMENT

Pickup truck, audio/video equipment, and telephone.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.